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WHL FOOD ADMINISTRATION  
COMMODITY CREDIT CORPORATION  
OFFICE OF SUPPLY  
WASHINGTON 25, D. C.

Index:  
Storage  
Ordering

June 19, 1945

SHIPPING AND STORAGE BRANCH MEMORANDUM NO. 40.2

Preparation and Distribution of Reconsignment Ticket - Form FDA-300

In the Regional Offices of Shipping and Storage Branch

I. General

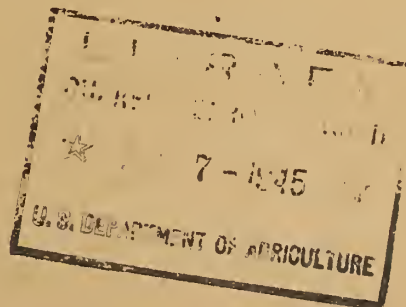
- A. Reconsignment tickets originate in the Storage Section. They are required only on shipment not being delivered as originally destined and billed. In other words, prepare a Reconsignment ticket whenever a car is diverted en route.
- B. A sample Reconsignment Ticket- Form FDA-300 is attached to this memorandum. Spaces are numbered as an aid in identifying the information which is to be placed on the ticket. There is space for each item of essential shipping information to be written on the ticket. Do not write one item of information in a space or column intended for something else. (If there is not enough space provided to allow for all the information, write (See Remarks" in such inadequate space and use (22) "Remarks" space for completing an item.

II. Legend of Numerals on Attached Sample Reconsignment Ticket

The following legend will provide a ready-reference to the items of information appearing on all Reconsignment tickets.

Note: An asterisk before the legend numeral denotes that the information will not be furnished by the Shipping and Storage Division when the ticket is prepared. Such items are for use outside this Branch and the information will be inserted when it is needed (usually in Supply Branch Accounting Division).

- (1) Req. No.
- (2) To be accomplished-By
- (3) Date for Delivery
- (4) Commodity
- (5) Total Quantity
- \*(6) Price Per Pound
- \*(7) State Code
- (8) Sub No.
- (9) Present Route
- (10) New or Additional Route
- (11) Old QR Number



- (12) Car Number
- (13) Net Weight
- (14) Ex-Ticket Number
- (15) Commodity Description
- (16) Contract No.
- (17) Present Consignee
- (18) Present Destination
- (19) New Consignee
- (20) Address of New Consignee
- (21) Destination
- (22) Remarks
- (23) Preparation Date
- (24) New Ticket - Symbol, Number
- (25) Delivering Carrier
- (26) Commodity
- (27) F. A. S. - Symbol, Number
- (28) New QMR Permit No.
- (29) QMR Expiration Date
- (30) Destination Code
- (31) Date Reconsigned
- (32) Sheet \_\_\_\_\_ of \_\_\_\_\_ Sheets

### III. How to Prepare Master Reconsignment Ticket

The Storage Section will write in the following information in the space on the Master Reconsignment Ticket - Form FM-600:

Note: "Request for Delivery", Form CCC-140 is referred to throughout this procedure. It represents program shipping instructions. This form is prepared in the Program Management Division in the Washington office. It (1) requests shipment of a commodity to a particular program; (2) orders a commodity into storage for future program shipping requirements. These instructions are teletyped to the regional office or offices concerned. The regional office also prepares "Request for Delivery", Form CCC-140 when teletyped program shipping instructions are received from Washington, and when shipment originates in the region on the basis of regional requirements.

- (1) Req. No. Copy from Request for Delivery-Form CCC-140 if shipment is for program.
- (2) To Be Accomplished By Copy the name of the billing office here. It will be given on original order ticket (vender or warehouse).
- (3) Date for Delivery When shipment is made to program the delivery date will be given on "Request for Delivery", Form CCC-140, and this date should be copied here. If shipment is being re-consigned to another warehouse, the

date for delivery is merely an estimate by the Commodity Clerk of the time required to move the commodity from where it is when reconsignment occurs to the new consignee.

(4) Commodity

Give a complete commodity description. For example, to be complete the commodity should be described as Frozen Meat - Hogsides; or Dried Fruit - Raisins.

Give year of pack. For example: Write Evaporated Milk-5, if the year of pack is 1945; Evaporated Milk-9, if the year of pack is indefinite.

<u>Year of Pack</u>	<u>Code</u>
1941	1
1942	2
1943	3
1944	4
1945	5
Unknown	9

(5) Total Quantity

This will be the total net weight of all subs. (Refer to (8) Sub No.)

(8) Sub No.

Sub numbers start with the numeral "1" and run consecutively, using one number for each carload to be shipped under a given ticket.

The sub number (see ticket number also - (24) "New Ticket") is the digit which follows the ticket number and is separated from it by a dash. As an example: Ticket 47862-7 means ticket number 47862 sub 7, or the 7th carload under ticket 47862.

(9) Present Route

This will be the complete routing as shown on the original ticket (vendor or warehouse) and should be copied as written on previous ticket.

(10) New or Additional Route

Leave this space blank. It will be filled in by the Traffic Assistants, Shipping Section when the Master Reconsignment ticket reaches that office. After the Traffic Assistant writes in the new route he will place his initials in this space.



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|------|--------------------------|--|
| (11) | Old QR Number            | Copy the old number (if any) from the original ticket (vendor or warehouse).   |
| (12) | Car Number               | Copy the number of the car in which goods are actually "rolling" from the original order ticket (vendor or warehouse).   |
| (13) | Net Weight               | Copy the weight of the commodity less the packaging. (Same as shown on original order ticket).   |
| (14) | Ex-Ticket Number         | Copy the original order ticket number.   |
| (15) | Commodity Description    | Copy the complete description as shown on original order ticket. This column should also contain the number of cases, bags, or packages ordered per sub. (For example, a description of Evaporated Milk might read, 1500 cs. 48/14 $\frac{1}{2}$ oz.). |
| (16) | Contract Number          | Copy from original order ticket.   |
| (17) | Present Consignee        | Copy from original order ticket.   |
| (18) | Present Destination      | Copy address of consignee from original order ticket.  |
| (19) | New Consignee            | Copy from Request for Delivery, form CCC-140 if shipment is going to program. If shipment to another warehouse the Storage Allocator will write in the name of the new consignee.  |
| (20) | Address of New Consignee | Copy from Request for Delivery, Form CCC-140 if shipment is to program. If shipment to another warehouse, Storage Allocator will write in the address of new consignee.  |
| (21) | Destination              | Copy from Request for Delivery, Form CCC-140 the name of the port city to which shipment is consigned. If shipment is to warehouse, the Storage Allocator will write in the name of the city where goods will actually be stored.                      |
| (22) | Remarks                  | This space is for use wherever any additional data must be written on ticket and no specified space has been provided for it; or, when the   |

space provided is insufficient.

- (23) Preparation Date . Write in the date on which ticket is being written.
- (24) New Ticket Symbol Number . From our operational point of view, the ticket number is probably the most important single factor because it is a positive means of identification of any shipment. (See Sub No. (8)).
- There are two parts to a ticket number. The symbol portion consists of four letters which precede the numerals. (See Shipping and Storage Branch Memorandum No. 21.1 for full instructions on the correct application of order symbols.).
- The numerals following the symbols make up the number of the ticket. This number will be the first unused number on the Control Sheet in the Current Numbers Binder in the Storage Section where ticket is being prepared.
- NOTE: The Storage Section will also write in the order ticket number in the space marked (24a) on Sample Reconsignment Ticket attached, which is the upper right corner of ticket. This is necessary in order that ticket may be easily located in file after shipment has been completed.
- (25) Delivering Carrier . Leave blank. If shipment to program this information will be inserted by Shipping Section (Traffic Assistant). If shipment is to warehouse Storage Allocator will fill in this information.
- (26) Commodity . Give complete commodity description. (See (4) Commodity - above.)
- (27) FAS Symbol Number . Copy from Request for Delivery, Form CCC-140 if shipment to program. Not applicable on shipment to warehouse.
- (28) New QIR Permit . Leave Blank. This will be inserted by the Shipping Section wherever needed.

- (29) QMR Expiration      Leave blank. Shipping Section will insert the expiration date of the QMR Permit after it has been obtained by that office.
- (31) Date Reconsigned    Leave blank. This information will be placed on the Master Reconsignment ticket by the Shipping Section on the date that the reconsignment is actually accomplished.
- (32) Sheet \_\_\_ of  
      \_\_\_ Sheets            Whenever more than one sheet is required for any ticket, write in this space the number of the individual sheet. For example, write: Sheet 1 of 2 sheets, or sheet 2 of 2 sheets.

IV Reproduction of Master Reconsignment Ticket, Form FDA-600

- A. Master Reconsignment ticket is reproduced by a ditto duplicating machine in the Shipping Section. In addition to the number of copies needed for use in the regional office, the following copies will be reproduced and distributed to:
- 1 copy - Billing Office  
1 copy - Destination Office
- B. After the Master Reconsignment ticket has been reproduced the filler (or tissue sheet) will be placed on the reverse of the Form FDA-600 to prevent copy from smudging. The ticket will then be carefully rolled and inserted in cardboard mailing tube. Several tickets may be mailed in a single tube.
- C. Mail Master Reconsignment tickets by the fastest means possible to:

Document Servicing Section  
Shipping Section  
Shipping and Storage Branch  
Office of Supply, CCC-WFA  
Washington 25, D. C.

Use either air mail or air express when ordinary mail service would result in more than one day's delay. The Shipping Division in the Washington office will reproduce additional copies from the Master Reconsignment ticket and also make distribution to all interested Washington personnel. The Washington office will make distribution to Supply Program Accounting Division and to J. A. Senner, Chief, Cargo Control, War Shipping Administration, 39 Broadway, New York.

*[Signature]*

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Chief, Shipping and Storage Branch